

The Graduate Profile is a set of program outcome statements that describe the essential and enduring knowledge, skills, and abilities expected by a graduate of a program. Developed from the Graduate Skills and Abilities Chart, the resulting profile describes the skills and abilities that program graduates will develop and attain as they progress through the program. The Graduate Profile provides the focus for program and course revision to ensure that all learning outcomes and assessments are relevant to the program. The Graduate Profile also provides the basis for Recognition Prior Learning (RPL) at the program level.

**2010 - 2011**

### **LIBRARY INFORMATION TECHNOLOGY GRADUATE PROFILE**

The Library Information Technology Graduate:

- Performs records management skills by developing inventories and retention schedules, preparing records for storage, and creating descriptions for archival materials.
- Discusses, interprets and evaluates a variety of literature to assist patrons in finding materials appropriate to their needs.
- Demonstrates circulation skills including management of materials, maintenance of patron databases, facilitation of inter-library loans, and shelf reading.
- Applies basic accounting knowledge to purchase and receive materials for different collections.
- Develops library collections through analysis, selection and inventory of resources, and collection policy including handling challenges to resources.
- Communicates effectively using appropriate tools: visually, orally and in writing through active participation, listening and by asking questions at the level of the audience.
- Applies reference skills in patron interviews and resource recommendations by using appropriate technology.
- Utilizes social media and office software in a variety of formats.
- Creates bibliographic records in manual and automated environments for material in different formats according to international standards.
- Uses supervisory skills to assist in the hiring, training, managing and motivating of staff and volunteers.
- Assists in managing facilities including preparing schedules, maintaining security, arranging for building accessibility, and preparing/implementing a plan to respond to accidents and disasters.
- Demonstrates adaptability, creativity, flexibility and resourcefulness individually and as part of a team.
- Creates and implements programs and marketing strategies to promote literacy and the library.
- **Demonstrates professionalism through: time management, participation in professional organizations, adherence to privacy and workplace health and safety legislation, respect for diversity and a commitment to lifelong learning.**

## AMERICAN SIGN LANGUAGE – ENGLISH INTERPRETER GRADUATE PROFILE

The graduate:

- A. Prepares for interpreting on and off site by developing assignment-specific schema, gathering materials, identifying language use, contacting consumers and team interpreter(s), and assessing logistical needs.
- B. Commits to ongoing professional development by pursuing mastery in ASL and English, pursuing professional accreditation, maintaining membership in professional associations, and networking with the community.
- C. Demonstrates personal competencies to manage and maintain a balanced quality of life, trust and integrity in professional relationships while continuing to develop intrapersonal and interpersonal skills.
- D. Acts as an ally with the Deaf & Deaf-Blind communities through ongoing involvement and reciprocity to support community goals, build trust, and bridge cultures.
- E. Demonstrates professionalism and accountability by practicing high quality ethical decision-making and ongoing reflection, consistent with community needs and values.
- F. Facilitates interactions in ASL and English either individually or in a team by providing interpretation in a manner that is conscientious of language and cultural variance while monitoring for overall message equivalency.
- G. Manages a career of working individually or in a team by networking, coordinating schedules, and managing or dealing with financial matters.
- H. Acts as a resource by being available to the AEIP/DSP students.
- I. Interprets in a variety of settings by creating a career path that allows for growth and learning.
- J. Interprets for a variety of consumer groups by creating a career path that allows for growth and learning.
- K. Uses technology to coordinate and manage logistical aspects of a career.
- L. Interprets through the use of a variety of communication devices.

## RECREATION FACILITATOR FOR OLDER ADULTS GRADUATE PROFILE

The graduate:

- A. Communicates effectively and empathetically in all interactions by using active listening as well as written, verbal, and non-verbal communication skills.
- B. Demonstrates personal integrity and accountability in all roles and responsibilities.
- C. Demonstrates professionalism by participating in life-long learning and advocating for the profession.
- D. Uses appropriate documentation procedures and tools for the assessment, planning, implementation, and evaluation of all aspects of the profession.
- E. Applies the skills necessary to plan, promote, and deliver therapeutic programs.
- F. Evaluates programs based on identified goals and objectives and make necessary modifications.
- G. Complies with workplace safety, privacy, and health regulations by adhering to the organization's policies and procedures.
- H. Demonstrates supervisory skills through planning, coordinating, and delegating tasks related to ongoing programming.
- I. Creates individual, small group, and large group program plans by identifying interests, assessing needs, and adapting as necessary.
- J. Uses a variety of technologies to communicate, research, create documents, and utilize facility-specific software.
- K. Commits to advocating and supporting the individual through a sincere understanding of their holistic needs.
- L. Works within a recreation budget and perform related basic tasks.

## AVIATION MANAGEMENT GRADUATE PROFILE

The Aviation Management Graduate:

- A Communicates effectively using written, oral, and nonverbal communication skills to achieve personal and business goals.
- B Demonstrates leadership skills by developing trust and showing initiative and commitment to the industry and the organization.
- C Respectfully manages Human Resources in accordance with industry standards and company practices.
- D Manages organizational resources to meet objectives, solve problems, and advocate for change.
- E Demonstrates professionalism that reflects industry best practices.
- F Applies appropriate operational and industry specific technologies to realize sustainable efficiencies.
- G Assures quality by managing systems and procedures that promote safety and a proactive, customer-focused culture.
- H Demonstrates the innovative management of business development.
- I Develops and continually renews professional development curriculum that complies with industry standards.
- J Manages crisis through a comprehensive emergency response plan.
- K Applies effective customer service policies by determining needs, soliciting feedback, and exceeding expectations.
- L Effectively manages records information systems.
- M Manages time, both own, and others', in order to meet organizational objectives.

## COLLISION REPAIR AND REFINISHING GRADUATE PROFILE

The Collision Repair Graduate can:

- A Inspect vehicle damages and gather vehicle information to determine repair procedures.
- B Use industry tools and technologies to dismantle and evaluate vehicle to make repair decisions.
- C Detail vehicle by performing interior and exterior cleaning and defect removal.
- D Perform various collision repairs such as part replacement, sheet metal damage, mechanical, electrical, safety restraints and corrosion protection.
- E Prepare and apply undercoats and topcoats by operating and maintaining spray equipment.
- F Communicate using appropriate tool: verbal, non-verbal, visual, inter-personal, written, listening to the level of the audience.
- G Employ safe work practices and procedures by complying with all codes and regulations and maintaining safety/health certification.
- H Demonstrate professionalism through a positive attitude, ethical behaviour, accountability, integrity, confidence, respect for workplace culture, valuing diversity and continuous learning.
- I Use, maintain and troubleshoot hand and power tools and equipment including welding, lifting, diagnostic, recycling, measuring and sand blasting.
- J Manage timelines through balancing workflow, interacting with others, following timelines, and demonstrating reliability and punctuality.

## OFFICE TECHNICIAN GRADUATE PROFILE

The graduate:

- A. Demonstrates professionalism by interacting ethically, maintaining composure, and a positive attitude, while following the policies of the organization.
- B. Communicates professionally with a variety of audiences using active listening, written, verbal, and non-verbal communication skills.
- C. Shares ideas and respects those of others in a culturally diverse environment while learning and problem solving.
- D. Demonstrates effective organizational and resource management skills.
- E. Provides customer service by demonstrating empathy, flexibility, and the ability to multi-task to solve problems in a timely fashion.
- F. Demonstrates computer skills by keyboarding efficiently and accurately using various office software.
- G. Performs a variety of office procedures such as processing mail and managing supplies.
- H. Operates a variety of current office equipment.
- I. Stages a variety of events by effectively managing resources and logistics.
- J. Manages records by adhering to laws, regulations, and workplace policies and procedures.
- K. Demonstrates accurate and thorough basic accounting skills by managing various accounts.

**APPLIED ACCOUNTING**

The Computer Accounting Technician Graduate:

- A. Demonstrates organizational skills by setting goals and priorities to balance work and life.
- B. Demonstrates effective written and oral communication skills.
- C. Uses various accounting and office software to input data, generate and interpret basic reports to aid management in problem solving and effective decision making.
- D. Demonstrates problem solving skills in a variety of situations.
- E. Demonstrates appropriate professional and ethical conduct by exhibiting effective team skills and maintaining confidentiality while practicing respectful behaviours.
- F. Performs timely procedures for remittances to government regulatory bodies.
- G. Processes Accounts Payable by maintaining and reconciling vendor accounts through processing purchases, adjustments, and payments.
- H. Processes Accounts Receivable by maintaining and reconciling customer accounts through processing sales, adjustments, and cash receipts.
- I. Processes payroll by maintaining and reconciling employee and employer records, and processing and calculating both employee and employer remittances.
- J. Applies basic accounting theory through accurate performance of daily, monthly, and yearly activities.
- K. Assists in preparation of financial reports in compliance with organizational requirements.

## DIGITAL MEDIA DESIGN GRADUATE PROFILE

The DMT graduate:

- A. Communicates using appropriate tools: visually, orally, and in writing - through active participation, listening, and by asking questions.
- B. Works in a team to solve problems creatively while cultivating respectful and productive working relationships.
- C. Demonstrates professionalism by valuing diversity and respecting workplace culture through accountability, reliability, ethical behavior, and time management.
- D. Uses technology in an efficient and organized manner to create projects that incorporate a variety of existing or emerging media.
- E. Designs creatively by applying colour and composition theory as well as typographic techniques and principles.
- F. Applies principles of design, storytelling, and motion to 2D and 3D animation.
- G. Applies principles of photography, storytelling, and editing to produce video and still images.
- H. Designs, develops, publishes, and maintains efficient web sites using standards-based coding and scripting techniques.
- I. Integrates audio into projects by mixing and recording various tracks and using sound effects.
- J. Manages projects by interacting with stakeholders respecting timelines, work flow, and production schedules.
- K. Contributes to the budget process by identifying total costs, estimating resources, and preparing status reports.
- L. Applies marketing and sales skills to convey and promote ideas, while valuing client input.
- M. Gathers, interprets, and applies information using appropriate tools, methods, and techniques.



## EDUCATIONAL ASSISTANT GRADUATE PROFILE

Upon completion of the Para Educator Program the graduate should be able to:

- A. Provide assistance to resource and/or classroom teachers in the preparation of course materials.
- B. Establish rapport with students and differentiate support according to individual behavior.
- C. Manage student behavior while providing supervision according to the classroom management style practiced by the classroom teacher.
- D. Demonstrate effective verbal, non-verbal, written, and inter-personal communication skills appropriate to the level of the audience.
- E. Use a variety of technology appropriate to the school and classroom environment.
- F. Provide medical support to students as required and permitted by regulations and school policy.
- G. Demonstrate safe work practices and respond to emergencies as they arise.
- H. Demonstrate organizational skills, ethical behavior, and accountability as a professional working in a school environment.
- I. Facilitate instructional activities under supervision of a teacher.
- J. Comply with laws and regulations that pertain to a school environment and related activities.

## **ABORIGINAL SELF-GOVERNMENT ADMINISTRATION GRADUATE PROFILE**

The Aboriginal Self-Government Administration Graduate:

### **Demonstrate Professionalism**

- Provides leadership by interacting with others in ways that contribute to effective working relationships and the completion of tasks.
- Maintains high standards in all aspects of the job.
- Works as a professional, demonstrating a positive attitude, commitment, and discipline.
- Deals with people, problems and situations with honesty, integrity and personal ethics.
- Learns continuously, keeping up-to-date in the skills that are required to do the job.
- Identifies and pursues opportunities for licensing and professional certification and accreditation.

### **Practice Inter-Governmental Relations**

- Builds partnerships and develops professional relationships to influence policy and legislation and to defend the rights of their communities.
- Applies governance models that cultivate the development of elected bodies, constitutions and practices that respect traditional forms of leadership and support Aboriginal rights and interests.

### **Apply Governance Models**

- Advocates for Aboriginal self-government.
- Drafts constitutions, by-laws and policies that support elected bodies and traditional forms of Aboriginal leadership.
- Works with groups that promote Aboriginal interests.

### **Demonstrate Cultural Competence**

- Values Aboriginal world views, language and culture.
- Respects cultural differences (spirituality, language, teachings, traditions and practices).

### **Communicate Effectively**

- Communicates effectively using the written, spoken, and non-verbal communication skills that fulfill the purpose and meet the needs of the audience.
- Reads and interprets information in a variety of formats (e.g. manuals, contracts, forms, legislation, treaties and other related historical documents and court rulings) to plan and complete tasks.
- Listens and asks questions to understand and appreciate the points of view of others.

- Writes clearly and for a variety of purposes (e.g. proposals, briefing notes, media releases and presentations)
- Shares information using a range of information and communications technologies (e.g. voice, e-mail, computers etc.).
- Explains concepts and contexts from an Aboriginal point of view.

### **Manage Projects**

- Adheres to accepted Project Management practices to plan, design or carry out a variety of projects or tasks.
- Leads or supports others in the completion of tasks and/or assigned responsibilities.
- Monitors the project or task and identifies ways to improve and/or adapt to changing requirements.

### **Engage the Community**

- Organizes meetings and other community engagement processes to identify, clarify and/or resolve issues.
- Solicits the participation of stakeholders in the community engagement processes.
- Establishes effective working relationships and builds consensus to meet community goals and objectives.
- Manages and resolves conflict when appropriate.

### **Use Technology**

- Uses the computer and mobile technologies (PDAs and Blackberries) as project management and community engagement tools.
- Uses office productivity/ information management/project management software (e.g. MS Office and MS Projects) to manage and communicate all aspects of the project management and community engagement processes.

### **Perform Research**

- Identifies goals for research and develops and/or selects culturally appropriate research methodologies and instruments.
- Uses analytical and problem-solving skills to extrapolate research findings in a culturally appropriate manner.

### **Build Sustainable Communities**

- Develops and implements the education/ training and mentorship strategies that increase the community's capacity for sustainable growth and prosperity.
- Builds community equity by following accepted economic development practices and by supporting Aboriginal entrepreneurship.

### **Demonstrate First Nations Land Management Skills**

- Interprets the Indian Act, the Treaty Land Entitlement and the Additions to Reserve Policy and other related legislation to assist with the management of land and resources.

## **CAP/IST (COMPUTER ANALYST/PROGRAMMER/INFORMATION SYSTEMS TECHNOLOGY) GRADUATE PROFILE**

The CAP/IST graduate should be able to:

- A) Ascertain business / client requirements using information gathering techniques to examine and document needs – determining and confirming scope and requirements.
- B) Demonstrate professional and ethical attitudes and behaviour in a variety of settings.**
- C) Communicate effectively with a variety of audiences.
- D) Identify project stakeholders, deliverables, and constraints using project tools, according to industry principles, standards, and practices.
- E) Demonstrate initiative, reliability, respect, and objectivity in a positive manner- both individually and in team environments.
- F) Apply testing methodologies to ensure appropriate quality in systems development.
- G) Apply industry governance, standards, and best practices.

The Application Development Stream graduate should be able to:

- H) Analyze solution requirements by translating and documenting business functionality and exploring alternatives to arrive at an integrated solution.
- I) Design applications by translating and prototyping analysis following technology standards and accepted industry methodologies.
- J) Develop applications according to accepted standards using a variety of programming tools to translate specifications into reusable objects based on learned testing and debugging techniques.
- K) Formulate solution architecture by incorporating strategic and tactical solutions to develop models according to business needs.
- L) Construct solution architecture by integrating business rules into a user friendly environment considering accepted technologies such as networking principles, web services, service

- M) Develop business applications by using current, common, and emerging languages and development tools.
- N) Develop applications for a variety of Operating System environments.
- O) Apply current and emerging system development methodologies.
- P) Apply common modeling techniques to processes and data.
- Q) Use middleware to integrate systems by comparing and contrasting systems, identifying core components, and deprogramming the systems.

The Web Development Stream graduate should be able to:

- R) Analyze and document user requirements to identify potential solutions.
- S) Design web applications to current standards and requirements using design tools.
- T) Use development tools and current standards to construct applications that conform to requirements.
- U) Coordinate transition to production through training, documentation, and deployment.
- V) Create interactive web applications to specifications using current technologies.
- W) Maintain systems by controlling application versions and configuring platforms.

The Database Stream graduate should be able to:

- X) Identify data owners and analyze and document their requirements using standard database diagramming tools.  
  
Create logical and physical data models and databases from specifications using Structured Query Language (SQL) and scripting languages, while adhering to security guidelines, policies, and practices.
- Y) Analyze and recommend appropriate solutions given proposed database architecture alternatives

Z) Implement standard and non-standard SQL using a command line interface as well as Relational Database Management System (RDBMS) – specific Graphical User Interface (GUI) tools

AA) Design, develop and test reusable code to create new databases using SQL and scripts

Support and administer databases using database tools, manage backup and recovery, security, apply troubleshooting procedures and techniques under different operating systems and using diagnostic tools, as well as provide data for audits.

BB) Demonstrate implementation skills by contributing to transition to production and post-implementation process including clean-up, review and verification.

The Network Stream graduate should be able to:

CC) Define, analyze, and document a high level network architecture plan to meet business needs.

DD) Design, research, and document a network infrastructure to meet business needs incorporating industry standard products and best practices.

EE) Implement, test, and document network infrastructure from concept to production including standard hardware, network appliances, and software.

FF) Monitor installed network infrastructure to ensure corporate computing standards and expectations are met in the areas of security, performance, scalability, availability, and data integrity.

GG) Support installed network infrastructure to ensure corporate computing standards and expectations are met in the areas of security, performance, scalability, availability, and data integrity.

## INDUSTRIAL ARTS/TECHNOLOGY TEACHER EDUCATION GRADUATE PROFILE

Upon successful completion of the program, the graduate should:

- A. Communicate effectively with students, parents, and colleagues in an education environment.
- B. Teach safety practices and procedures to students while modeling safe practices in classrooms and labs.
- C. Create inclusive learning environments that recognize and respect student's diversity, individual differences, perspectives and learning styles.
- D. Lead or support when appropriate, and contribute to motivating others.
- E. Demonstrate professionalism to students, peers, parents and the community following a professional code of conduct, school/division policies, and applicable laws and regulations.
- F. Design instruction applying curriculum guidelines, writing learning outcomes and using indicators of success including broad assessment, varied instructional techniques, and personalized instruction.
- G. Manage classrooms and labs in schools creating a safe and engaging learning environment.
- H. Assess/evaluate student performance applying summative and formative evaluation strategies, designing and applying assessment/evaluation tools, and reporting on student progress/achievement.
- I. Teach Industrial Arts/Technology using related tools and equipment safely, while leading students through design, development, application, and reporting phases of Industrial Arts labs/projects.
- J. Manage classroom and lab facilities ensuring equipment and facilities are safe, well maintained, and adequately stocked following school/division procedures regarding: maintenance, ordering, and purchasing.
- K. Use information and computer technologies as tools for instruction and administrative purposes.
- L. Learn continuously, keeping up-to-date with trends in education and industry .

## CREATIVE COMMUNICATIONS GRADUATE PROFILE

The Creative Communications graduate:

- A. Demonstrates initiative, drive and the ability to multi-task while striving for excellence in the workplace.
- B. Applies technical skills to produce finished projects in a variety of existing and emerging media.
- C. Plans, implements, and monitors projects and resources in a time-effective manner to achieve objectives.
- D. Creates ethical and relevant content by identifying appropriate media that engages a target audience and respects diversity.
- E. Writes and edits effectively for a wide range of media.
- F. Communicates in a respectful and professional manner.
- G. Demonstrates professionalism: a positive attitude, commitment, discipline, and continuous learning.
- H. Applies strategic thinking and planning skills.
- I. Solves problems by being innovative and resourceful; identifies and suggests alternative ways to get the job done.
- J. Responds to routine business challenges using appropriate technical and interpersonal skills.
- K. Applies appropriate concepts from planning to operational phases of a marketing process.
- L. Implements a range of research, analytical, and evaluative skills, presenting information in a professional format.



## GREENSPACE MANAGEMENT GRADUATE PROFILE

The Greenspace Management Graduate:

- **Analyze Site Environment**
  - Conducts comprehensive site assessments using a variety of instruments and techniques to observe, collect, test, measure and determine land use suitability.
  
- **Design Greenspace**
  - Crafts greenspace designs that integrate hardscape and softscape features that are environmentally responsible and meet customer requirements.
  - Applies the knowledge of the visual and physical characteristics of plants and their use to greenspace design.
  
- **Manage Projects**
  - Plans, executes, and concludes a wide range of greenspace projects following accepted project management principles.
  - Uses the project specifications to identify material, labour, and equipment requirements and to prepare accurate cost estimates for all aspects of a greenspace project.
  
- **Manage a Business**
  - Utilizes effective management skills for small business environments.
  - Identifies opportunities for niche markets by studying market and industry trends.
  
- **Use Technology**
  - Uses the computer as a tool to communicate all aspects of the project management process.
  - Operates, maintains, transports and stores a variety of machinery and equipment in a safe and responsible manner.
  
- **Communicate**
  - Communicates effectively using the written, spoken, and non-verbal communication skills that fulfills the purpose and meets the needs of the audience.
  - Reads and interprets information in a variety of formats (e.g. manuals, contracts, forms, schematics, blueprints and drawings) to plan and complete tasks.

- **Demonstrate Professionalism**
  - Advocates for the adoption of a culture of environmental stewardship for all greenspace projects.
  - Maintains high standards in all aspects of the job by adhering to quality assurance practices.
  - Interacts with others in ways that contribute to effective working relationships and the completion of tasks.
  - Works as a professional, demonstrating a positive attitude, commitment, and discipline.
  - Learns continuously, keeping up-to-date with industry skills requirements.
  - Identifies and pursues opportunities for licensing and professional certification and accreditation.
  
- **Build Greenspaces**
  - Designs, installs and maintains irrigation and drainage systems following responsible water management practices.
  - Uses the visual and physical characteristics of plants to select the appropriate plant materials to sustain the integrity of the design features.
  - Works safely, following relevant government and industry guidelines, regulations, standards, safety codes and practices.
  - Operates equipment and tools according to manufacturer's instructions.
  
- **Manage plant materials**
  - Uses plant science principles and effective cultivation and maintenance practices to manage all plant materials.
  
- **Maintain Greenspaces**
  - Applies the principles and practices of Integrated Pest Management to ensure environmentally responsible pest management.
  - Carries out a variety of maintenance tasks and procedures to maintain and manage a greenspace on a regular basis over a period of time.

**ABORIGINAL LANGUAGE SPECIALIST GRADUATE PROFILE**

The graduate of the program will:

- A. Respectfully communicate in English and in a targeted Aboriginal language, both orally and in writing, so others will listen and understand.
- B. Creatively problem solve and adapt to change in an open-minded and constructive way.
- C. Honour and respect Aboriginal and other histories and incorporate traditional teachings into cultural values.
- D. Demonstrate creativity by taking risks while assessing personal strengths and weakness and seeking help from others.
- E. Be a positive role model by confidently using their Aboriginal language professionally while demonstrating pride, humour, and integrity.
- F. Through the use of the internet and other resources including elders, practice ethical research and share information with people in the community.
- G. Provide translation services by applying linguistic skills and strategies in both English and Aboriginal languages in both oral and written forms.
- H. Provide accurate, consecutive, and simultaneous interpreting from source language (English) to target language (Aboriginal) in various dialects.
- I. Advocate, promote, and support Aboriginal language programs and services.
- J. Maintain and practice health and wellness in all areas of development (spiritual, mental, physical, and emotional).
- K. Provide effective leadership by collaborating, delegating, facilitating, and empowering others and by demonstrating your strengths and abilities.
- L. Demonstrate and maintain professionalism by providing effective customer services following protocol, policies, and procedures.

- M. Perform and/or participate in a variety of artistic expressions using an Aboriginal language.
- N. Produce oral and visual language materials complying with copyright regulations and validated by elders, using a variety of media to relate expressive ideas.
- O. Use various teaching methodologies in delivery and assessment:
  - O1) Plan and deliver lessons focusing differentiated instructional strategies and techniques that respond to the diverse learning styles of Aboriginal students.
  - O2) Use a variety of assessment techniques through analysis of their purpose, teaching target, method, and quality indicators.
- P. Plan a course using indicators of success including broad assessments, varied instructional techniques, and personalized instruction and applying language acquisition theory to select the teaching strategy to maintain an Aboriginal language focus.
- Q. Use various technologies to communicate, create, archive, and promote Aboriginal language materials.

## AEROSPACE MANUFACTURING TECHNICIAN GRADUATE PROFILE

The Aerospace Manufacturing Technician Graduate:

- Works safely, following relevant government and industry guidelines, regulations, standards, safety codes and practices.
- Reads and interprets information in a variety of formats (e.g. manuals, forms, schematics, blueprints and drawings) to plan and complete tasks.
- Communicates effectively using the written, spoken, and non-verbal communication skills that fulfills the purpose and meets the needs of the audience.
- Interacts with others in ways that contribute to effective working relationships and the completion of tasks.
- Selects, uses and maintains a variety of specialized tools and equipment to fabricate, repair and assemble parts and structures.
- Selects, uses and maintains a variety of precision measurement equipment to ensure compliance of all work to material and process specifications.
- Applies a variety of mathematical techniques to plan and complete tasks.
- Plans, implements and monitors work flow in accordance with lean manufacturing principles.
- Fabricates honeycomb core details using a variety of techniques for composite sandwich panels.
- Fabricates complex structural aerospace components using a variety of hand lay-up techniques.
- Trims composite structures to drawing size requirements.
- Assembles sheet metal and composite structure following specified fitting, fastening and sealing processes.
- Uses surface finishing compounds and techniques to prepare the composite structure for the final paint process.
- Paints and polishes the finished composite structures.
- Repairs defective composite structures to specifications using a variety of repair and refinishing techniques.
- Maintains high standards in all aspects of the job by adhering to quality assurance practices and by responding to the human factors affecting performance.
- Works as a professional, demonstrating a positive attitude, commitment, and discipline.
- Learns continuously, keeping up-to-date with industry skills requirements.

## HOSPITALITY AND TOURISM GRADUATE PROFILE

The Hospitality and Tourism Management graduate:

- Demonstrates industry specific skills to manage and operate a hotel, restaurant or tourism business.
- Demonstrates effective administrative skills to plan strategically and comply with legislation.
- Sells and markets hospitality and tourism products and services to meet the needs of customers, businesses, and stakeholders.
- Demonstrates effective use of various technology and information systems.
- Provides customer service while displaying a high level of professionalism to exceed expectations, and solve problems.
- Communicates using written, oral, and non-verbal communication skills to achieve personal and business goals.
- Demonstrates a positive professional attitude, leadership skills, and commitment to the industry, maintaining high standards of practice through life-long learning.
- Solves problems in a broad range of situations by thinking critically and adapting to new circumstances.
- Manages human resources in accordance with industry standards and practices.
- Applies basic financial knowledge in planning, analyzing and decision making to achieve organizational goals.
- Works safely, following government and industry guidelines, regulations, and standards.

## COMPUTER APPLICATIONS FOR BUSINESS GRADUATE PROFILE

The graduate of this new program will:

- A) Communicate effectively and professionally with colleagues and clients in business environment, respecting cultural diversity;
- B) Address and solve problems by thinking critically and innovatively;
- C) Think creatively and adapt to change;
- D) Manage, document, and improve efficient business processes;**
- E) Research, document, distribute, and verify information, complying with applicable legislation;
- F) Work collaboratively on a team, respecting group dynamics;
- G) Participate in timely, consultative decision-making;
- H) Work independently;
- I) Lead or support when appropriate, and contribute to motivating others for high performance;
- J) Organize multiple tasks using appropriate planning tools;
- K) Manage career development within organizational goals, balancing professional and personal responsibilities;**
- L) Select and use appropriate current technology;
- M) Develop positive relationships with people while responding to challenges with honesty, integrity, and personal ethics;
- N) Set and meet goals, monitor progress, and evaluate results within a time frame;
- O) Identify and access learning opportunities for continuous growth;
- P) Participate in designing, executing, and evaluating projects with a plan;
- Q) Use relevant technological, mathematical, business, and human relations skills; and demonstrate a basic knowledge of current business trends.

2003 - 2004

**BUSINESS/TECHNOLOGY TEACHER EDUCATION GRADUATE PROFILE**

At the end of the program, the graduate will successfully:

- A. Communicate effectively and act professional with students and colleagues in an education environment.
- B. Collaborate professionally on a team respecting group dynamics.
- C. Lead or support when appropriate, and contribute to motivating others.
- D. Create learning environments that recognizes and respects student's diversity, individual differences, and perspectives.
- E. Plan a course using indicators of success including broad assessment, varied instructional techniques, and personalized instruction.
- F. Plan and deliver lessons focusing differentiated instructional strategies and techniques that respond to the diverse learning styles and needs of learners.
- G. Manage a computer lab in school environment taking a lead role in maintaining networks, hardware and software system.
- H. Select and use industry standard software to ensure students are prepared for the workplace.
- I. Demonstrate knowledge of theory-based business courses.
- J. Use a variety of assessment techniques and analyzes their purpose, teaching target, method, and quality indicators.
- K. Facilitate change within the classroom and the school by supporting colleagues with technology.
- L. Adapt curriculum to address current trends and best practices in the education field.



## CULINARY ARTS GRADUATE PROFILE

The Culinary Arts graduate:

- Identifies, prepares and cooks a variety of foods, maintaining a high level of quality.
- Works safely, following government and industry guidelines, regulations, and standards, maintaining suitable sanitation practices.
- Effectively and efficiently selects and uses commercial kitchen equipment appropriate to the task.
- Applies food science principles in the development of menu and the handling and preparation food.
- Applies creativity in the preparation and presentation of food following current culinary trends.
- Works as a professional, demonstrating a positive attitude, passion, commitment, and discipline, maintaining high standards of practice and professional standing through a commitment to life-long learning.
- Works within the dynamics of the hospitality industry, displaying independence and the ability to work as a member of a culinary team.
- Demonstrates effective use of oral, written, and non-verbal communication skills, using technology as appropriate.
- Applies a variety of math skills to estimate, calculate, and control budgets in the hospitality field.
- Thinks and solves problems in a broad range of situations by thinking critically and adapting to new circumstances.
- Serves patrons, displaying a high level of professionalism in the application of a variety of service styles and techniques.
- Effectively manages human resources in accordance with industry standards and practices.